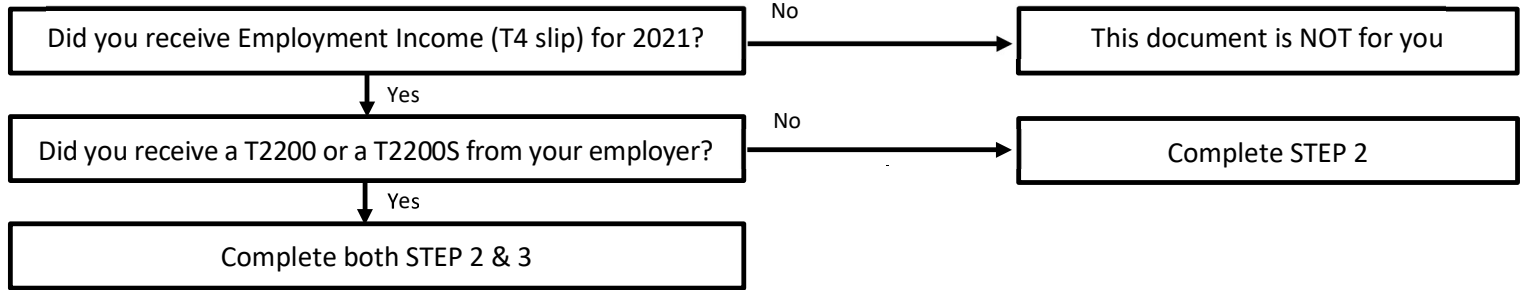


EMPLOYEES WORKING FROM HOME IN 2021 – CLIENT DOCUMENT

Name: _____

Many employees will be able to claim a deduction on their 2021 personal tax return for work space in home expenses. Follow the steps below as a simplified guide to assist in determining your claim.

STEP 1 – ELIGIBILITY AND CHOOSING A METHOD



STEP 2 – SIMPLIFIED CHART (TEMPORARY FLAT RATE METHOD)

A) Did you work from home more than 50% of the time for at least four consecutive weeks in 2021 due to COVID-19? YES / NO
 B) If Yes, total number of days (200 days max.) you worked from home (full or part time) in 2021 due to COVID-19: _____

STEP 3 – DETAILED CHART (DETAILED METHOD)

Dates you worked from home _____ Home: Total finished sq. ft. _____ Work space: Total sq. ft. _____

| | | |
|--|---|--|
| Did you receive any reimbursements / allowances from your employer for your work space at home? Provide details. | Was your work space used only for employment? If not, how many hours / week was it used for employment? | Did you share this work space with anyone else? Provide details. |
| | | |

| ALL EMPLOYEES | | ONLY COMMISSIONED EMPLOYEES | |
|-----------------------|------------------|-----------------------------|------------------|
| Expense | Amount for 2021* | Expense | Amount for 2021* |
| Rent | | Home Insurance | |
| Utilities | | Property Taxes | |
| Home Internet Access | | | |
| Repairs / Maintenance | | | |

| ALL EMPLOYEES | | | ONLY COMMISSIONED EMPLOYEES | | |
|---|------------------|------------------|-----------------------------|------------------|------------------|
| Expense | Amount for 2021* | Employment Use % | Expense | Amount for 2021* | Employment Use % |
| Office Supplies | | | Cell Phone Lease | | |
| Long distance phone calls made for work | | | Computer, Fax, etc. Lease | | |
| Cell Phone | | | | | |

*Net of any employer support. For descriptions of what can and cannot be deducted, see this [link](#).

You may also be able to claim a return of some GST/HST that you paid (included in the amounts you provided above) on your deductible expenses. **Please provide your employer's GST#** _____

We will contact you if we need additional information / clarity.